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| Location | All Saints Primary School |
| Post title | Midday Supervisor |
| Grade | 4, Points 5-6 |
| Job Purpose | * To take responsibility for the health and safety and security of children during the school lunch break; * To supervise the dining room, playground and other areas of the school used during the dinner break, including those where the children queue for their meal and those used for wet playtimes; * To act as a responsible, caring adult with the health, safety and welfare of the children always in mind; * To ensure that that the children behave in accordance with the school behaviour policy. * To supervise the dining room, playground and other areas of the school used during the dinner break, including those where the children queue for their meal and those used for wet playtimes; * To act as a responsible, caring adult with the health, safety and welfare of the children always in mind; * To ensure that that the children behave in accordance with the school behaviour policy. |
| To whom the postholder report to | The Head of School |
| Duties and responsibilities specific to the post | **Supervision of dining areas:**   * To control queues to the dining room; * To ensure that the overall arrangement for children to dine promotes an orderly and pleasant meals service; * To encourage the children to use good manners in the dining room; * To assist the catering provider in serving meals; * To supervise the return of used plates and cutlery by the children; * To ensure the children leave the table tidy for the next occupant; * To ensure that any spillages are removed quickly and safely; * To clear away and ensure that dining areas are left clean and tidy.   **Supervision of outdoor areas (and wet play areas):**   * Supervise pupils after lunch, either inside or outside of the school building, being especially vigilant as to the health, safety and security of the pupils within their care, and in accordance with the school behaviour policy; * Ensure reasonable behaviour and safe conduct of pupils by maintaining good order and discipline, dealing as appropriate (including restraint) with all incidents of disorder ensuring that any disruption is minimised; * Attend to accidents in the playground in accordance with the school procedure and guidelines on First Aid, accidents and their treatment; * To encourage the children to play co-operatively and use equipment safely and sensibly. |

**SPECIAL FACTORS:**

*(Please delete/add where appropriate)*

**Subject to the duration of the need, the special conditions given below apply :**

(a) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.

(b) Expenses will be paid in accordance with the Local Conditions of Service.

This post is eligible for a DBS check under the Rehabilitation of Offenders Act

1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore a **DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.**

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

Key for Person Specification:

**App = Application Form**

**Test = Test**

**Int = Interview**

**Pre = Presentation**

**Med = Medical Questionnaire**

**Doc = Documentary Evidence (E.g., Certificates)**

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| **School/College:** | **All Saints Primary School** |
| **Job Title:** | **Learning Support Assistant (LSA)** |
| **Grade:** | **5** |

|  | **Essential** | **Desirable** | **How assessed** |
| --- | --- | --- | --- |
| **Qualifications**   * NVQ 2 in Supporting Teaching and Learning, or equivalent   OR   * Able to demonstrate the ability to meet the STL Level 2 National Occupational Standards relevant to this post. * Level 2 qualifications in maths/numeracy and English/literacy | **✓** | **✓** | App/Doc  App/Doc |
| **Experience**   * Experience of supporting teaching and learning in a formal setting | **✓** |  | App/Int/ Ref |
| **Knowledge**   * Knowledge of child protection and health and safety procedures. | **✓** |  | App/Int/ Ref |
| **Skills/Attributes**   * Ability and willingness to undertake professional development.      * Good interpersonal skills. * Empathy with children and young people. * Ability to work effectively as part of a team. | **✓**  **✓**  **✓**  **✓** |  | App/Int  Int/Ref  Int/Ref  Int/Ref |
| **General Circumstances**   * Attendance - evidence of regular attendance at work. * An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations. | **✓**  **✓** |  | App/Ref/  Med  App/Int |
| **Factors not already covered**  Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010 | **✓** |  | Med |